

# How to Register Online

## A Guide for Students

**Spring 2018 registration begins on Tuesday, Nov. 14, 2017 at 5:00 am for Senior Undergraduate Students and Graduate Students.**

Additional questions? Please feel free to contact the Registrar's Office at 440-646-8126.

### Before registering online:

- Take care of any holds on your account (library fine, account balances, etc.)
- Meet with your academic advisor to select the courses you will be registering for.
- Your Academic Advisor will grant clearance for your online registering.
- During Spring 2018 registration you will be able to go online, once you have your advisor's permission and the registration window is open, you may add or drop courses up until the first day of classes. The Spring 2018 Course Schedules will be posted online around October 20<sup>th</sup> under the Registrar's Webpage.
- You are **officially registered**, for the courses, once you hit "Add Courses". There is nothing more you need to do. Check your course schedule, through My Ursuline, for detailed information.
- *Notify your Academic Advisor if you change your schedule from what was approved at your advising meeting.*

### Registration for certain courses must be completed at the Registrar's Office. These include:

- Music Courses: MU 261 and MU 271 Piano and Voice  
(Turn in a Course Change Form, located in the Student Service Ct. with Leo Coach's signature)
- Independent Studies
- Internships
- Catalog Courses Taken Independently

### Registration Procedures:

1. Log in to [www.ursuline.edu](http://www.ursuline.edu).
2. Click on My Ursuline at the bottom of the homepage.
3. Sign on to My Ursuline with your Username and Password.
4. Click on the Students Tab (blue in color along the top of the page).
5. Click on "Course Information", along the left hand side.
6. In the Course Schedules Box, click the icon "Add/Drop Courses".
7. The **TERM** will read: **Spring 2018**.
8. Below in the area "Course Search", click on the box called "Search". Located next to "More Search Options" in blue type. At the bottom of the page you can use the letter groupings to jump to different departments. **DO NOT ATTEMPT TO TYPE OUT A TITLE OR COURSE CODE, JUST SIMPLY CLICK ON THE SEARCH BUTTON.**
9. When you have located the course you want to register for, click in the empty box under the "Add" Column along the left hand side. A check mark will appear.
10. Scroll to the bottom and click the box "Add Courses".
11. If the course has a **Variable Credit** option, meaning you can take the course for 1, 2, 3 or 4 credit hours, for example; Fashion Field Study or Art Courses, you can manually change the credit hours in the Credit Hours box under Variable Credit.  
Click "Add Course" again.
12. Continue searching for additional courses or log out once you have completed registering.
13. You can check your Course Schedule by clicking Course Schedule on the left hand side.